

Memorandum
To Executive Council
Request for Legislation



NUMBER:
DEPT:
DATE:

Subject: Request for Legislation - Amendments to * Act or new * Act

Submitted By: State the name and portfolio of the Minister concerned.

Prepared By: Insert the name and title of the person who prepared the request so he/she can be consulted for further information if necessary.

Reviewed By: The Director of Finance or senior financial staff who have reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the financial implications and funding source.

Indicate any other senior staff who have reviewed the proposal and have him/her sign beside his/her name.

The Departmental Solicitor who has reviewed the proposal must sign beside his/her name to confirm that he/she has been consulted on the legal implications.

Deputy Minister: The deputy minister/deputy head must sign beside his/her name indicating he/she confirms the accuracy of the facts in the submission.

SUMMARY: Provide a clear concise summary of the proposal
<i>The Executive Council is being asked to approve amendments to the * Act to * or The Executive Council is being asked to approve a new * Act *.</i>

CURRENT SITUATION AND PURPOSE FOR THIS REQUEST
Describe the reason for this request for legislation (objective and outcome sought). This section may vary in length depending on the complexity of the current situation, but should be no longer than a few paragraphs.

Has this matter previously been considered by Executive Council, Treasury and Policy Board or another committee of Cabinet? If yes, what was the result of the previous consideration and how is this submission different?

BACKGROUND
In a brief paragraph, provide background information why this legislation is being proposed. This should be a concise, factual statement of events that have led to the current situation, including when the last substantive amendments were made to this legislation (if applicable).

KEY ISSUE
Identify key issues such as

- timing related to meeting certain government, department, or other deadlines
- transitional issues that may result from the outcomes of the legislation
- stakeholder expectations

In some instances there may be only one or two key issues and in other instances there may be several issues. Some of the key issues that may be identified and included in this section may be redundant to some of the other categories identified below. You may decide to list the issues in this section and indicate that more detail will be included in the sections that follow where appropriate.

JURISDICTIONAL REVIEW
Describe how other jurisdictions have dealt with a similar issue. The jurisdictional review should include at a minimum, publicly available information that provides a comparison with the Atlantic Provinces, and if available, should also include the other Provinces of Canada, the Federal Government or other Countries.

ASSESSMENT OF ALTERNATIVES

Identify different options that have been considered to achieve the same outcome. Show the pros and cons of each option against any pre-established evaluation criteria (e.g., effectiveness, efficiency, cost/benefit, stakeholder reaction, ease of implementation). N/A is not acceptable for this section. There should be at least 2 and no more than 4 alternatives.

PROPOSED ACTION AND TIMING

Set out the preferred alternative and the action plan for carrying it out. The proposed action and timing may be dependent on a number of factors. For instance, the timing for the legislative change may be dependent on the schedule for the House of Assembly.

FINANCIAL IMPACT

- What is the source of funding for this proposal? Is funding coming from an approved budget appropriation? Is new funding required and, if so, can funding be re-allocated from existing appropriations?
- Provide a description of any new financial request as a result of this request for legislation and why the department feels it is reasonable.
- Are there FTE impacts or additional FTE requirements as a result of this proposal?
- Does this proposal impact on other expenditures (e.g., a capital expenditure may result in changes in operating costs)
- Revenue/tax implications - Is the proposal impacting a revenue stream of the province?
- Impact on bottom line - Will the proposal cause a material impact on the budget estimates and, as a result, increase the deficit/reduce the surplus?

Review this analysis with the Director of Finance. Include a statement that says the financial implications have been reviewed by Finance staff.

INFORMATION TECHNOLOGY

Is there a technology component to this request?

☐ Yes

If yes, detail the consultations that have been conducted with the Department of Internal Services, Information, Communication and Technology Services Branch, whether they support this request (if no, why not) and confirm that all financial implications related to technology have been detailed in the financial impact section.

☐ No

GOVERNMENT-WIDE IMPLICATIONS

Indicate what consultations, if any, that were undertaken with other departments or government agencies that may be affected by the proposed legislation and whether or not they are in agreement with the proposal. If another department will be affected in a significant way, submit a joint Memorandum.

CONSULTATION

Provide detailed information identifying parties consulted, the status/results of the consultations and any additional interested parties that have not been consulted and the reasons why not.

Is Aboriginal consultation required (before the request in this submission can be implemented)?

☐ Yes. If yes, please explain the outcome.

☐ No

Indicate what consultations, if any, that were undertaken with

☐ Federal Government

☐ Other Provincial Governments

If yes to either of the above, has the Department of Intergovernmental Affairs been consulted?

☐ Yes

☐ No

EFFICIENCY/PRODUCTIVITY

Efficiency/productivity may take differing forms including: increased accountability to the Minister; less expensive options for certain programs; replacement of programs with other programs.

LEGAL IMPLICATIONS

Identify any legal implications that may arise as a result of the implementation of this submission.

POLICY LENSES

Assess the direct and indirect impacts of the proposed legislation in the following areas. ***For those that are applicable***, two or three sentences around the related implication are sufficient.

- ☐ Economic
- ☐ Rural Nova Scotia
- ☐ Social Equity
- ☐ Gender
- ☐ Trade
- ☐ Environmental
- ☐ Human Resources
- ☐ Municipal
- ☐ Intergovernmental

RECOMMENDATION

The recommendation should concisely summarize what is being asked for approval.

*******Drafting instructions must be attached as an Appendix*******

Respectfully submitted,

Minister of

Halifax, Nova Scotia
(Date)